



## **STANDARD POLICY AND GUIDELINES**

609 West Navajo Street  
West Lafayette, IN 47906  
Phone: 765-775-5130  
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**2008 EDITION**



## **STANDARD POLICY AND GUIDELINES**

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# SECTION 1 – GENERAL INFORMATION

## **Section 1.0: OVERVIEW**

The procedures included in this manual are intended to be a guide for property owners and developers preparing to construct/alter buildings or developed property in or around West Lafayette. It is not intended to be a comprehensive list of all the requirements for development, but a summary of the steps to be taken to obtain approvals for building permits or subdivision plans.

Please contact the City Engineering Department with any questions or suggestions regarding the information included in this manual:

PHONE:	(765) 775-5130
FAX:	(765) 775-5249
E-MAIL:	<a href="mailto:wfield@westlafayette.in.gov">wfield@westlafayette.in.gov</a> (Wendy Field, Office Manager)
LOCATION:	Second Floor, City Hall, 609 West Navajo Drive
OFFICE HOURS:	8:00 AM to 4:30 PM, Monday thru Friday

# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.1: CODES**

Documents that should be consulted include, but are not limited to, the latest edition of the following:

1. The Unified Zoning Ordinance
2. Unified Subdivision Ordinance of Tippecanoe County
3. West Lafayette Stormwater Ordinance
4. West Lafayette Landscape Ordinance
5. City of West Lafayette Typical Construction Guidelines and Details
6. Chapters 110 through 119 of West Lafayette City Code
7. Indiana Department of Transportation Design Manual
8. Indiana Department of Transportation Standard Specifications
9. Ten States' Standards – 1997
10. Current Building Codes – the following are currently in effect for the City of West Lafayette
  - a. 2003 Indiana Building Code – 2000 International Building Code with Indiana Amendments
  - b. 2003 Indiana Residential Code – 2000 International Residential Code with Indiana Amendments
  - c. 2003 Indiana Plumbing Code – 1990 BOCA Plumbing Code with Indiana Amendments
  - d. 2000 Indiana Mechanical Code – 1996 International Mechanical Code with Indiana Amendments
  - e. 2000 Indiana Fire Code – 1997 Uniform Fire Code with Indiana Amendments
  - f. 2002 National Electric Code- 1996
  - g. Model Energy Code – 1992

# SECTION 1 – GENERAL INFORMATION

## **Section 1.2: ANNEXATION POLICY**

Where city utilities are extended beyond the current city limits and prior to rendering sewage utility service to properties outside the current city limits, the landowner(s) of the property to be served must agree to the following:

1. Jointly cooperate with the city to annex the property into the city.
2. Or, if the property cannot be legally annexed to the city, to enter into an agreement wherein the landowner(s) and his/her successors in interest waive their right to object to annexation. The agreement is to be recorded and as such will constitute notice and is binding upon successors in interest to the real estate described in the agreement.
3. Requirements for requesting sewer utilities:
  - a. One hundred percent (100%) of the property owner(s) must sign a waiver of annexation and agree to participate in the program.
  - b. The property owner(s) agree to pay any additional tap fees or participation fees. These will be outlined in the agreement.
  - c. The city will aid the property owner(s) efforts in negotiating financing through a local financial institution. The City will not provide in-house financing.
  - d. Easements or Right-of-Ways required by the city will be provided at no cost to the City.
  - e. The city will provide all offsite design and construction, the costs of which will be paid by the property owner(s) as outlined in the agreement. Requests involving design and construction by the property owner(s) will be subject to review and approval by the City on an individual basis. Oversizing credits will be given when the City requires oversizing.
  - f. All onsite construction will be the responsibility of the property owner(s).

# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.3: REVISION OF STANDARD POLICY AND GUIDELINES**

The following procedures will be followed for the periodic review and/or revisions of the Policies, Guidelines and Standards:

1. The review and revisions will be on an annual basis.
2. Any requests for additions to, deletions of or modifications of the Policies, Guidelines or Standards should be submitted in writing to the City Engineering Department.
3. The City Engineering Department will distribute copies of the request for review and comment.
4. The City may seek additional input as it deems necessary and make appropriate changes to the requested additions, deletions or modifications of the Policies, Guidelines and Standards.
5. The revised documents will be available for the community at the City Engineering Department.

# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.4: EXEMPTIONS**

Requests for any alteration or deviation from the policies outlined in this manual will be considered on a case by case basis. This manual should be considered a guideline and extreme conditions or situations may warrant an exemption. Submit requests in writing to the City Engineer. The City Engineer will review the request and make a determination if an exemption is approved or disapproved. The decision of the City Engineer shall be final.



# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.5: STREET CLOSURES**

### **CITY STREETS AND ALLEYS – NON-EMERGENCY**

All planned (non-emergency) City-owned street and alley closures will be subject to the approval of the West Lafayette Board of Public Works and Safety. The Board meets every Tuesday at 11A.M. in City Hall. All agenda items must be submitted to the Engineering Department by Noon on the previous Friday.

A traffic control plan must also be submitted to and approved by the City Engineering Department prior to any street closure.

In addition to the Engineering Department, the following Emergency Management Departments and others must be notified at least 24 hours in advance of any street closure in the City of West Lafayette.

**West Lafayette Police Dept. (Traffic Division) (765) 775-5200**

**West Lafayette Fire Dept. (765) 775-5175**

**Hospital Ambulance Services (GLHS) (765) 423-6235**

**City Bus (GLPTC) (765) 423-2666**

**West Lafayette School Corp. (765) 746-1602**

**Any Residential Homes affected by road closure (in writing)**

**Any Commercial Business affected by road closure (in writing)**

### **SPECIAL EVENTS**

In the case of special events (i.e., the Soap Box Derby), a public service announcement should be made by contacting a minimum of three of the following media outlets, with at least one television station, one newspaper, and one radio station:

<b>WLFI/TV-18</b>	<b>(765) 463-1800</b>	<b>Fax (765) 463-7979</b>
<b>Journal &amp; Courier</b>	<b>(765) 423-5511</b>	<b>Fax (765) 420-5246</b>
<b>The Lafayette Leader</b>	<b>(765) 423-2624</b>	<b>Fax (765) 742-5156</b>
<b>WASK</b>	<b>(765) 447-2186</b>	<b>Fax (765) 448-4452</b>
<b>WAZY</b>	<b>(765) 474-1410</b>	<b>Fax (765) 474-3442</b>
<b>WGLM</b>	<b>(765) 497-9456</b>	<b>Fax (765) 497-3299</b>

# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.5: STREET CLOSURES (CONTINUED)**

### **STATE ROADS**

Any State Road (i.e., SR 26, US 52, SR 43, etc.) is under the jurisdiction of the Indiana Department of Transportation (INDOT); and, therefore, INDOT must grant approval for any State Road closures. Below are telephone numbers to contact INDOT:

#### **Indiana Department Of Transportation (INDOT)**

**Fowler Subdistrict**

**(765) 884-1500**

**Crawfordsville District**

**(765) 362-3700**

### **EMERGENCY ROAD CLOSURES**

In the case of an emergency road closure (*ONLY* due to an eminent threat to public safety and welfare), contact the following Emergency Management Departments and others as soon as possible following the closure:

**West Lafayette Police Dept. (Traffic Division)**

**(765) 775-5200**

**West Lafayette Fire Dept.**

**(765) 775-5175**

**Hospital Ambulance Services (GLHS)**

**(765) 423-6235**

**City Bus (GLPTC)**

**(765) 423-2666**

**West Lafayette School Corp.**

**(765) 746-1602**

# **SECTION 1 – GENERAL INFORMATION**

## **Section 1.6: STATEMENT OF POLICY - UTILITY SERVICE**

This document is prepared as a general statement of policy for connection to wastewater systems of the City of West Lafayette. Unusual or extraordinary service conditions may justify additional and/or alternative requirements.

No utility service or wastewater acceptance will be provided until all technical and monetary matters have been satisfied.

### **Sanitary Sewers**

1. No connection without a permit.
2. Provision of wastewater service is conditioned on the acceptance and usage of the City sanitary sewer system where such sewer lines are within City Sewer District.
3. All sanitary sewers proposed for connection to the City of West Lafayette system shall be constructed of the highest quality, state-of-the-art materials. They shall be built with sound construction practices in accordance with the City of West Lafayette Typical Construction Guidelines and Details (current version), and Ten States Standards - all to the acceptability of the Board of Public Works & Safety.
4. Private sanitary sewers are not generally permitted. Connections may be allowed for such sewers per direction of the Board of Public Works & Safety.
5. Application for connection to the sanitary sewer shall be initiated at the City Engineering Department.
6. All required technical data, design documents, plans and specifications, permits and approvals shall be delivered to and acknowledged by the Engineering Department prior to the initiation of construction by the developer.
7. Payment of sewer permit fees, cost recovery fees and/or wastewater agreement fees shall be made to the City prior to the issuance of a sewer connection (tap) permit. See Appendix D for a sewer connection permit application.
8. Resolution of all items relating to Stormwater Management must be achieved prior to issuance of a sewer connection (tap) permit.
9. Notification of the West Lafayette Wastewater Treatment Utility is required prior to initiation of construction activity and prior to connection to the system.

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.0: OVERVIEW**

When constructing a new building; placing an addition onto, remodeling, or making a structural modification to an existing building; doing an electrical upgrade; or changing use of a building; an Improvement Location Permit must be obtained from the West Lafayette Engineering Department. See Appendix D for the Improvement Location Permit Application.

Types of construction requiring an Improvement Location Permit:

1. Any structural project
2. Decks
3. Above and in-ground swimming pools
4. Accessory structures & storage sheds
5. Patio slabs and driveways
6. Parking places
7. Fences
8. Landscape and grade changes

Excavation permits are required from the City for any work being done in the City Right-of-Way, and from INDOT for any work being done in the State Right-of-Way. See Appendix D for an excavation permit application. Some types of work that require an excavation permit are:

1. Excavation in Right-of-Way
2. Sidewalk replacement
3. Driveway and apron replacement
4. Utility Work

Permits are **NOT** required for:

1. Cosmetic upkeep
2. Re-roofing, as long as the structural members are not altered

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.1: BUILDING PERMIT PROCEDURES**

1. First check to see if the subdivision has a recorded final plat. No plans may be reviewed prior to the final plat.
2. All projects that include a parking area must have prior approval by the West Lafayette Traffic Commission. They meet the 3<sup>rd</sup> Wednesday of each month at 5:00pm in City Hall. Prior to this time, two (2) copies of the site plan must be submitted to the City Engineering Department.
3. Any project other than a single-family residence or a duplex must be approved by the Indiana Department of Fire and Building Services prior to being submitted to the City Engineering Department for review and approval. If a variance is applied for with the Indiana Department of Fire and Building Services, applicant must also inform the West Lafayette Fire Department of this variance.

Office of State Fire Marshal 402 W. Washington St., Room E241402 Indianapolis, IN 46204-2739 (317) 232-2222	State Building Commissioner West Washington Street, Room W-246 Indianapolis, IN 46204-2739 (317) 232-230
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4. If the project does not comply with all zoning ordinances, all necessary variances must be obtained from the Tippecanoe County Board of Zoning Appeals prior to being submitted to the City Engineering Department for review and approval. Variance applications are handled by the Tippecanoe County Area Plan Commission.

Area Plan Commission of Tippecanoe County 20 North 3rd Street Lafayette, IN 47901 (765) 423-9242
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5. Submit necessary City of West Lafayette permit applications, as listed in Appendix C, with the appropriate fees. See Appendix B for fee schedule.
6. Submit a Contractor's List. All general contractors and major sub-contractors involved with the project must be bonded with the City of West Lafayette. See Appendix D for "List of Contractors and Subcontractors" form to be filled out and submitted with permit application. Any work found to be non-compliant with City Guidelines must be corrected in a timely manner, or the City may opt to use the contractor's bond to make the necessary corrections.
7. Submit a detailed site plan. Also note that some subdivisions require the developers' and/or Home Owners' Association approval prior to submitting for a permit (i.e. University Farm Subdivision requires Schneider Engineering approval first).
8. Submit one set of construction plans, for review. This set will remain in the Engineering Department. Electronic drawing files may be requested for larger projects.
9. For commercial, industrial, and multi-family developments, the following items must also be included:
  - a) storm water drainage plans, to include all calculations,
  - b) a parking plan,
  - c) density calculations, and
  - d) a landscape plan, which includes plant labels, sizes, specifications and greenspace percentage.

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.2: BUILDING PERMIT REQUIREMENTS**

The following items are required to be included when submitting an Improvement Location Permit:

1. Applications must be accompanied by a site plan that is drawn to a reasonable scale and, in most cases, a complete set of building plans.
2. All building, sidewalks, driveways, curb and handicap areas existing and proposed must be shown with dimensions. Property dimensions must be shown with setback distances from building lines to property.
3. Any drainage/utility easements on the property must be shown, along with locations of all known utilities. All connection points for private and municipal utilities must be shown. All utility structures must be placed in an easement.
4. Building setbacks must be shown on the site plan.  
**Note:** Setbacks are measured from the property line, not the curb or pavement.
5. The permits will become NULL AND VOID if construction is not started within 90 days of issuance. Permits expire after one year and may be extended at the discretion of the Engineering Department. Requests for extension must be submitted in writing prior to expiration.
6. Non-compliance with the Unified Zoning Ordinance will result in the denial of the application.

The Engineering Department has 10 working days to review permit applications after **all** required items have been received. If any requested items have been omitted from the submission, the Engineering Department will call to request this information. This additional time is not included in the 10 working day review period. Please allow the necessary time when scheduling a project. Once approved by the City Engineer, the Engineering Department will call regarding the permit status.

Fees must be paid at the time of issuing the permit. A construction site placard will not be issued until all fees are paid. Refer to Appendix B for fee schedule.

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.3: CONSTRUCTION**

After issuance of the building permit, construction may begin. The permit construction site placard, received at the time of issuance, shall be prominently displayed at all times.

The following is a guideline to provide information regarding inspections and the sequence in which the contractor should call them in:

**Footing and/or Foundation Inspection** – Inspections are to be made before the concrete is poured, and after all excavation and rebar placement is complete.

**Sewer Tap Inspection** – Call 775-5145 for inspection. Do not backfill the trench or tap/connection prior to inspection. No pea fill is allowed.

**Temporary Pole Inspection** – After request to Cinergy is made – takes about 1 week for processing of the paperwork by Cinergy.

**Storm Water Drainage** – Floor drains, footing drains, sump pits, manholes, laterals, ponds, erosion control, and outlets to drainage system before backfill.

**Slab Inspection (1)** – If plumbing is present, before backfill.

**Slab Inspection (2)** – Before the concrete is poured in (a) basement, (b) garage, (c) driveway, (d) main floor.

**Rough-in Inspection (pre-drywall)** – Electrical, plumbing, framing and insulation before drywall is applied.

**Temporary to Main or Permanent Service Inspection** – Panel box, grounding system, meter base set and connected, building lockable, and all bonding to waterlines, furnace and metal boxes.

**Conditional Certificate of Occupancy** – May be granted when all work necessary for the safety, health and welfare of the occupants is completed (a Cashier's Check or Letter of Credit for the required work yet to be completed, including landscaping, sidewalk, and other public works improvements). A completion date will be necessary before a Conditional Certificate of Occupancy (C.C.O.) will be issued. The City may refuse to grant a C.C.O. to any owner or contractor who has failed on any previous C.C.O.

**Landscaping** – Green space, trees, shrubs, top soil, plants, etc. as required by City ordinance.

**Certificate of Occupancy/Final Inspection** – When all work is complete, before the building or house is occupied.

A half-day notice is required for any of the above listed inspections. Please give the permit number when calling. **NOTE: NO INSPECTIONS WILL BE PERFORMED UNLESS AN IMPROVEMENT LOCATION PERMIT HAS BEEN ISSUED BY THIS OFFICE.**

Refer to Section 3 for additional information regarding the required inspections.

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.4: OCCUPANCY**

Occupancy can only occur after a Certificate of Occupancy or a Conditional Certificate of Occupancy has been granted by the City Engineering Department.

Conditional Certificates of Occupancy will only be issued under the City Engineer's discretion. Submittals for a Conditional Certificate of Occupancy include, but are not limited to, projected project completion date, remaining project cost, and a list of items not yet completed.

Upon acceptance of a Conditional Certificate of Occupancy, a Cashier's Check or Letter of Credit will be issued to the City of West Lafayette for 150% of the cost of the incomplete work. This credit will be held until completion and approval of project. Contractors will have a set time period (no more than one calendar year) as deemed necessary by the City Engineer to complete the project and pass a final inspection. Upon completion of the final inspection, the credit will be given back to the contractor.



## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.5: FIRE AND POLICE DEPARTMENT REQUIREMENTS**

1. Buildings equipped with a fire suppression system must have plans reviewed and approved by the Indiana Department of Fire and Building Services. The West Lafayette Fire Department must be notified of any variances obtained from the Indiana Department of Fire and Building Services.
2. Buildings equipped with a fire suppression system must supply:
  - a. Post indicator valve or
  - b. A stem and yoke mounted on the outside of the building and
  - c. This valve must be able to shut down the fire suppression system.
3. Buildings equipped with a fire suppression system must have a connection and a fire hydrant located as approved by the Fire Department.
4. For new developments, fire hydrant locations must be approved by the Fire Department.
5. All questions may be directed to the fire inspector: (765) 775-5175.
6. Buildings equipped with a fire detection system must have an enunciator panel. The West Lafayette Fire Department shall approve the location of the enunciator panel. A key or map showing the building zones for the enunciator panel shall be kept at or near the panel location at all times.
7. Fire suppression systems must be tested, and a record of this test is to be forwarded to West Lafayette Fire Inspector before completion of the building project.
8. Knox Boxes shall be installed for all commercial buildings. Locations for the boxes shall be approved by the West Lafayette Fire Department. Contact the West Lafayette Fire Inspector for approval. See City Code, Chapter 119 for further information.

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.6: RESTAURANT REQUIREMENTS**

Listed below are the names of the various agencies that one may need to contact and the type of approval that must be obtained prior to the issuance of a food service permit:

#### **Tippecanoe County Health Department**

20 N 3<sup>rd</sup> Street, Lafayette, IN 47901

(765) 423-9221.

- a. The Health Department issues all applicable food service permits. A plan review and final construction approval for compliance with Rule 410 AIC 7-15.1 or 410 IAC 7-16.1 prior to occupancy.

#### **Indiana Department of Fire and Building Services Plan Review Division**

402 W Washington Street, Rm. C-246, Indianapolis, IN 46204

(317) 232-1407 (General Info.) or (317) 232-6409 (Project Status)

- a. This agency requires one (1) set of the plans and specifications for the proposed project for review and approval.
- b. Applications for plan review are available through the Engineering Department, or the State Building Commissioner's web site.

#### **West Lafayette Engineering Department**

609 W Navajo Street, West Lafayette, IN 47906

(765) 775-5130

- a. This agency requires one (1) full set of State approved plans for plan review approval. State release form is required.
- b. Issuance of permits
- c. Inspections of project prior to occupancy
- d. Design approval and installation inspection of a grease trap required by local ordinance.

#### **West Lafayette Fire Department**

300 North Street, West Lafayette, IN 47906

(765) 775-5178

- a. Design approval and installation inspection of exhaust hoods and fire suppression equipment prior to occupancy.

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.7: RESIDENTIAL (R1 OR R2) BUILDING PERMITS**

The following is intended to be a guide for property owners preparing to construct or alter a one (1) or two (2) family dwelling. This guideline is not a checklist for every detail described in the City Ordinances, but rather a summary of the steps to be taken to obtain a building permit.

1. See Appendix D for an Improvement Location Permit application.
2. The following are items that must accompany application (if applicable).
  - a. Site (plot) plan – see Section 2.8 for examples.
  - b. Remodeling – show structural, landscape, electrical, plumbing, HVAC, or other pertinent changes or modifications for the project.
  - c. New construction – full set of drawings including: foundations, elevations, floor plans, window sizes, etc.
  - d. Contractor's List – All general contractors and major sub-contractors involved with the project must be bonded with the City of West Lafayette. See Appendix F for bonded sub-contractors list. Any work found to be non-compliant with City Guidelines must be corrected in a timely manner, or the City may opt to use the contractor's bond to make the necessary corrections.
3. Completely fill out and sign the Improvement Location application. Owner of record must sign. Only original signatures will be accepted.
4. Return application with appropriate drawings to the Engineering Department.
5. Once **all** items have been submitted, the Engineering Department will review the application and drawing(s).
6. The Engineering Department will contact the applicant/owner when the permit is ready for pick up.
7. The applicant/owner shall make payment for the permit(s) being issued to the Clerk's office at the time permit(s) are received. See Appendix B for fee schedule.

#### **Additional application(s)/permit(s) that may be required to be filled out and issued:**

- Sewer
- Driveway access
- Excavation (for any work performed in the city right of way including alleys)
- Sanitary connection (Tap or Seal)
- Sign
- Public Tree Core (for any trees removed or trimmed in the City Right of Way)

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.8: SAMPLE SITE PLANS**

The following example site plans are schematic drawings only. Other requirements than those shown in these examples (i.e., ADA accessible curb ramps, driveway radii and dimensions, etc.) will apply. These schematic drawings only apply to R-1 Zoning. For dimensions in other land-use zones, consult the Unified Zoning Ordinance.

## SECTION 2 – PERMIT PROCEDURES

### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

#### Example 2.8.1 - ATTACHED GARAGE (FOR R-1 ZONES)

The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

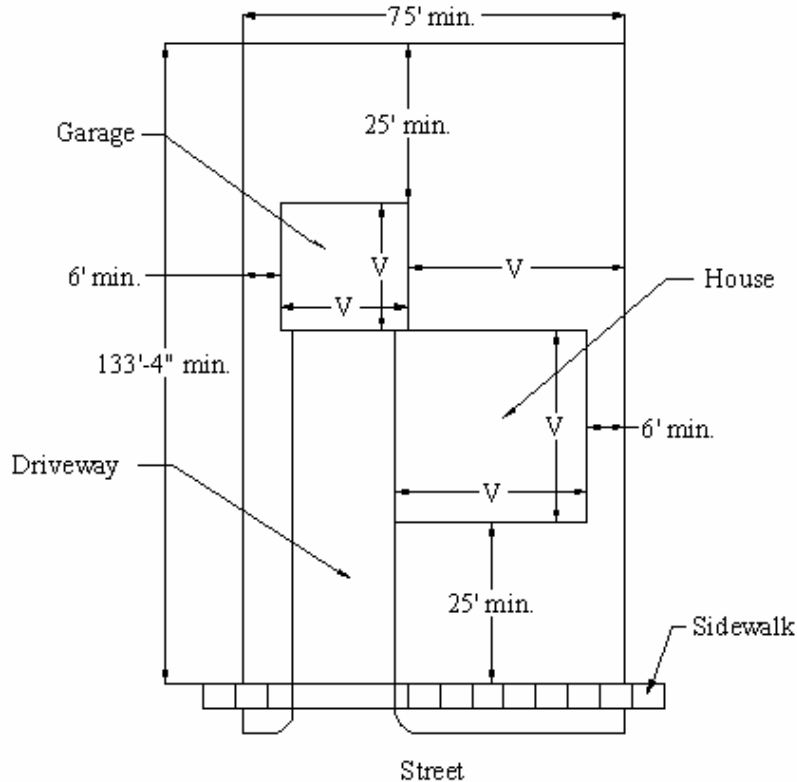
An attached garage may be built no closer than 25 feet from the rear property line and no closer than 6 feet from the side property line. The garage may also come no closer to the front property line than the required front yard setback. No more than 30% of a residential lot may be covered with structures under roof.

Footings for an attached garage are to be 30 inches deep and 12 inches wide. To be classified as a 2-car garage, the inside dimensions must be a minimum of 18 feet x 18 feet.

Residential houses are allowed only one (1) driveway access per deeded property.

An “Excavation” permit is needed if any changes will be made to the existing driveway apron or if a new driveway will be installed. This includes driveways constructed off an alley.

Also, consult the subdivision’s restrictive covenants and show any other restrictions that apply to the lot.



V – Dimension varies

## SECTION 2 – PERMIT PROCEDURES

### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

#### Examples 2.8.2 - DETACHED GARAGE (FOR R-1 ZONES)

The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

A detached garage may be built no closer than 10 feet from the rear property line or 10 feet from the center of the public alley (whichever applies) and no closer than 6 feet from the side property line. The garage may be no closer to the front property line than the required front yard setback. A detached garage also must be a minimum of 6 feet from the primary structure. No more than 30% of a residential lot may be covered with structures under roof.

Footings for a detached garage are to be 30 inches deep and 12 inches wide. Monolithic pour (footing, slab and floor all at once) is to be:

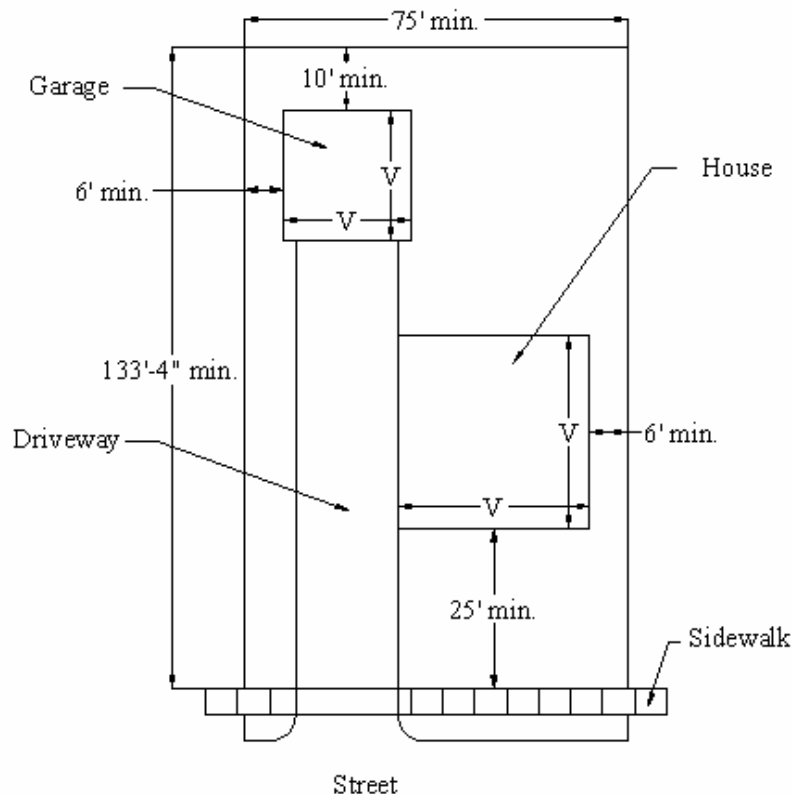
- a. 8 inches wide x 18 inches deep,
- b. or 12 inches wide x 12 inches deep

Residential houses are allowed only one (1) driveway access per deeded property. (See design detail for Private Drives Class 1, Section 2.9)

An "Excavation" permit is needed if any changes will be made to the existing driveway apron or if a new driveway will be installed. This includes driveways constructed off an alley.

Also, consult the subdivision's restrictive covenants and show any other restrictions that apply to the lot.

V – Dimension varies



## SECTION 2 – PERMIT PROCEDURES

### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

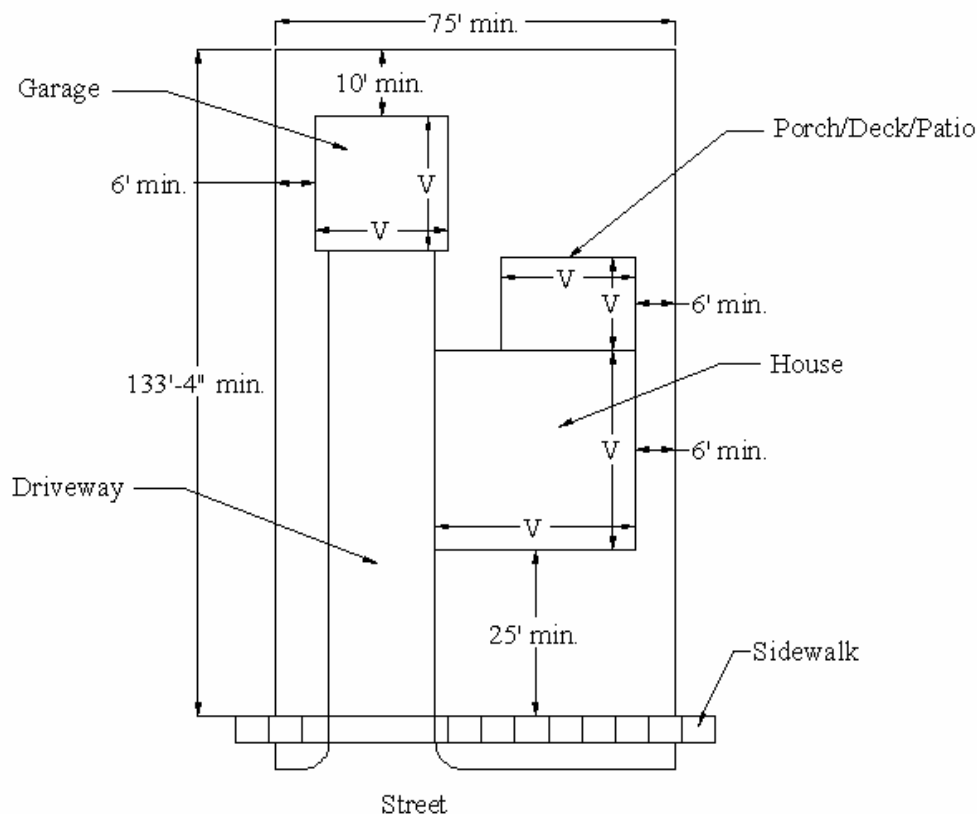
#### Example 2.8.3 - PORCH/DECK/PATIO (FOR R-1 ZONES)

The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

A porch, deck or patio may be built no closer than 25 feet from the rear property line and no closer than 6 feet from the side property line. The same applies if the structure were to be built in the front yard: no closer to the front property line than the required front yard setback. If the structure is covered, a total of no more than 30% of the lot may contain structures under roof.

An unroofed porch, deck, or patio (whether attached to a primary use building or not) is an accessory use. It may extend into a minimum rear or side (but not front) setback to within 4 feet of lot line as long as it is no higher than the 1<sup>st</sup> floor of the primary building.

Also, consult the subdivision's restrictive covenants and show any other restrictions that apply to the lot.



## SECTION 2 – PERMIT PROCEDURES

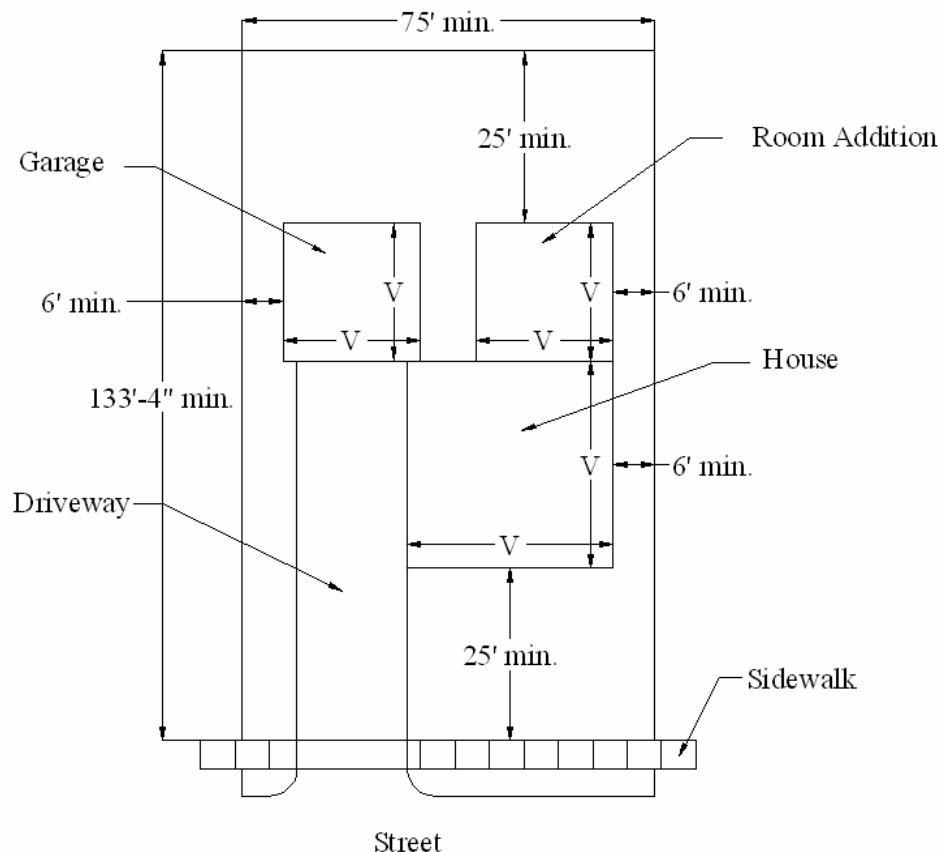
### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

#### Example 2.8.4 - ROOM ADDITION (FOR R-1 ZONES)

The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

A room addition may be built no closer than 25 feet from the rear property line and no closer than 6 feet from the side property line. The room addition may also come no closer to the front property line than the required front yard setback. No more than 30% of a residential lot may be covered with structures under roof.

Also, consult the subdivision's restrictive covenants and show any other restrictions that apply to the lot.



V – Dimension varies



## SECTION 2 – PERMIT PROCEDURES

### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

#### Example 2.8.5 - STORAGE SHED (FOR R-1 ZONES)

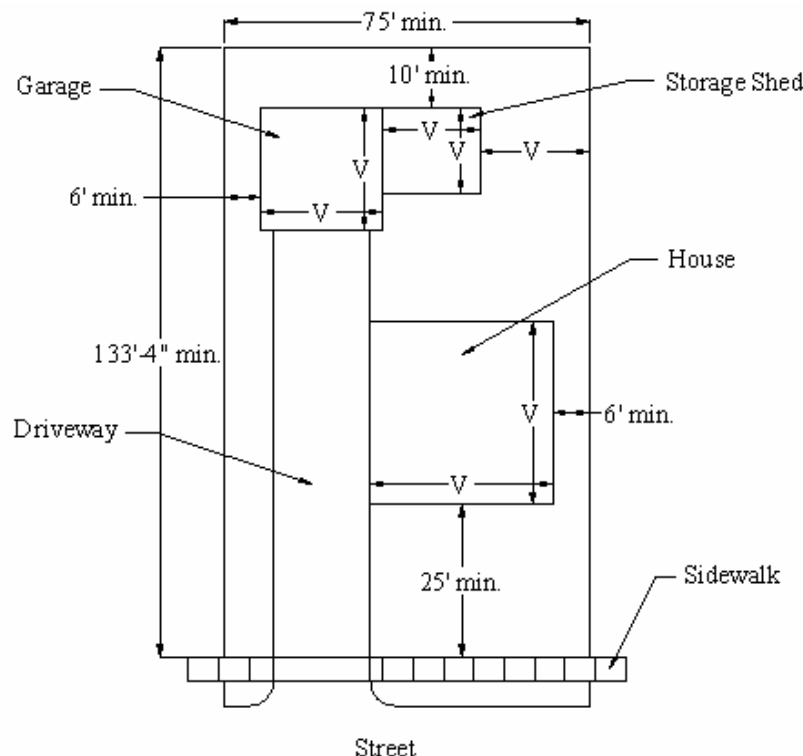
The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

A storage shed may be built no closer than 10 feet from the rear property line or 10 feet from the center of the alley (whichever applies) and no closer than 6 feet from the side property line. The storage shed may also come no closer to the front property line than the required front yard setback. No more than 30% of a residential lot may be covered with structures under roof.

Note: If the utility easement is larger than the minimum setback, the setback from the property line is increased accordingly (i.e., the setback would be at the edge of the easement). If there is no alley, then it's possible that a utility easement exists. Please confirm the size of any easements before planning.

Also, consult the subdivision's restrictive covenants and show any other restrictions that apply to the lot.

A building permit is not required for structures less than 120 square feet (SF).



V – Dimension varies

## SECTION 2 – PERMIT PROCEDURES

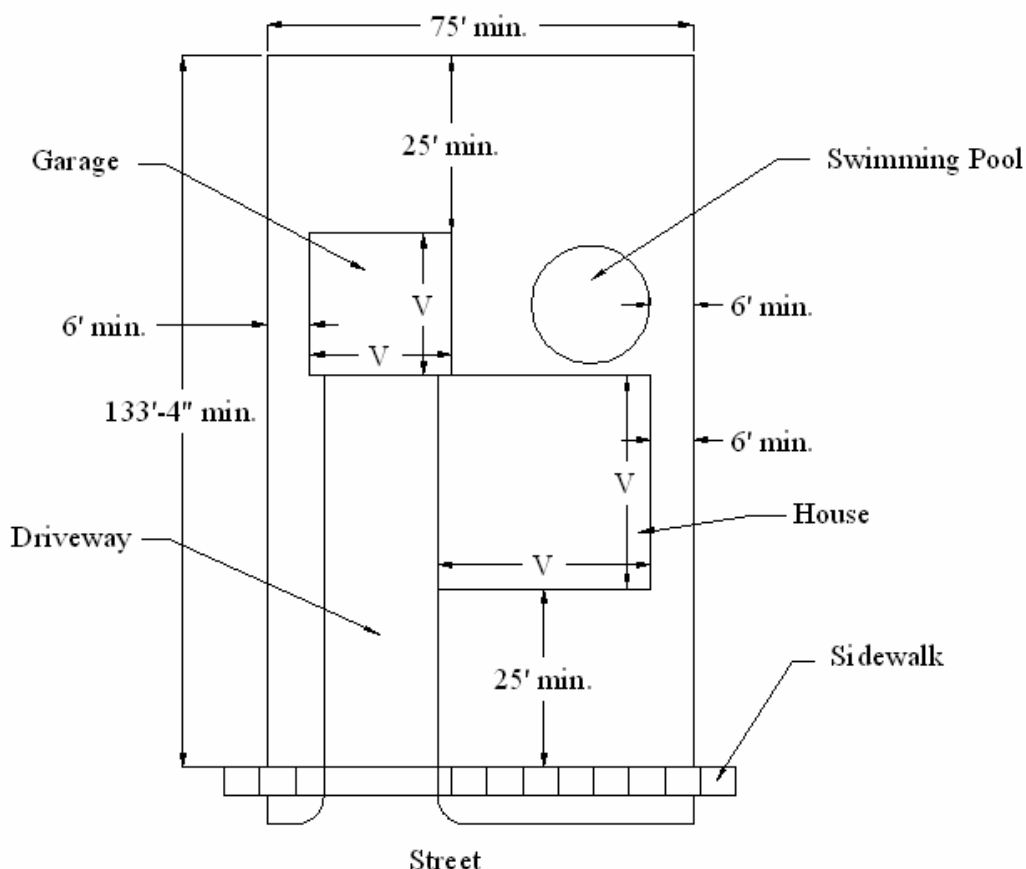
### Section 2.8: SAMPLE SITE PLANS (CONTINUED)

#### Example 2.8.6 - SWIMMING POOL (FOR R-1 ZONES)

The following dimensions and schematic drawing are for R-1 Zones only. Consult the Unified Zoning Ordinance for requirements in other zones.

A swimming pool may be built no closer than 10 feet from the rear property line or 10 feet from the center of the public alley (whichever applies) and no closer than 6 feet from the side property line. The swimming pool may also come no closer to the front property line than the required front yard setback. The edge of the pool may be no closer than 10 feet from power lines and must be enclosed by a fence no less than 6 feet in height. All gates and stairs are to be lockable.

Also, consult the subdivision's restrictive covenants and show any other restrictions that apply to the lot.



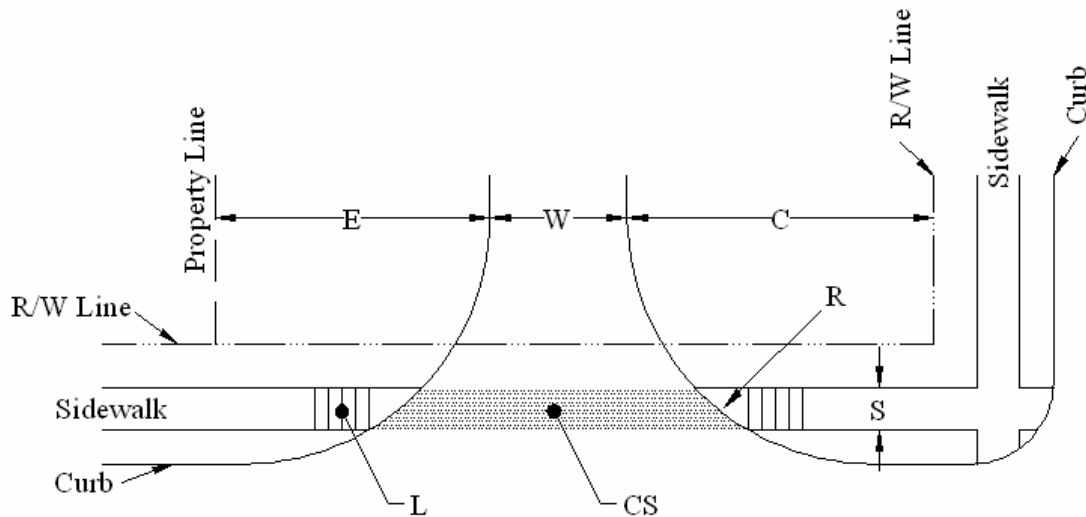
V – Dimension varies

## SECTION 2 – PERMIT PROCEDURES

### Section 2.9: DRIVES AND DRIVEWAYS

#### DESIGN DETAILS FOR PRIVATE DRIVES, CLASS 1

Residential Entrance – A driveway by which a street with a raised curb is connected to a one or two family residential facility, and is ordinarily used only by the owner or occupant of the premises.



- W: 10'-0" min, 24'-0" max.
- R: 5'-0" min, 15'-0" max.
- E: Same as "R" minimum
- C: 10'-0" + "R" (min, for Local Street)  
50'-0" (min, for Collector or Arterial, or as otherwise required by City Engineer)
- S: 5'-0" min (for new construction)  
Match existing (for reconstruction, 3'-6" min.)  
2% max. cross-slope (for new construction and reconstruction)
- L: 12:1 max. slope
- CS: Continue 2% max. cross-slope of sidewalk across all drives and driveways

#### DESIGN DETAILS FOR COMMERCIAL DRIVES

Consult the applicable Indiana Department of Transportation Standard Drawings.

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.10: R-3 COMMERCIAL BUILDING PERMITS**

The following is intended to be a guide for property owners preparing to construct or alter multi-family or commercial buildings. This guideline is not a checklist for every detail described in the City Ordinances, but rather a summary of the steps to be taken in obtaining a building permit.

1. One set of drawings must be submitted to the State of Indiana for approval. No stamped sets will be returned.
  - a. Contact the Administrative Building Council:  
Website: <http://www.in.gov/sema/osbc/>  
Plan Review Division: 317-232-1431  
Project Status: 317-232-6409
  - b. This also applies to remodeling and swimming pools in R-3 and Commercial areas.
2. See Appendix D for an Improvement Location Permit application.
3. The following items must accompany the application (if applicable):
  - a. Dimensioned, scalable site plan – showing setback, easements, and all known utilities.
  - b. Remodeling – show structural changes for project.
  - c. New construction – full set of State Approved drawings (including foundation, elevation, floor plan, window sizes, etc.), to include; Site Utility plan, Landscape plan, Drainage plan, and Parking plan.
  - d. All sidewalks, driveways, curb, handicap areas and trees (existing and proposed) must be shown with dimensions. Property dimensions must be shown with setback distances from building to property lines.
  - e. State Design Release.
  - f. Contractor's List – All general contractors and major sub-contractors involved with the project must be bonded with the City of West Lafayette. See Appendix F for bonded sub-contractors list. Any work found to be non-compliant with City Guidelines must be corrected in a timely manner, or the City may opt to use the contractor's bond to make the necessary corrections.
4. Completely fill out and sign the Improvement Location application.
5. Return application with appropriate drawings to the Engineering Department.
6. Once all items have been received, the Engineering Department will review the application and drawing(s) within a maximum of 10 working days.

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.10: R-3 COMMERCIAL BUILDING PERMITS (CONTINUED)**

7. The Engineering Department will contact the applicant/owner when the permit is ready for pick up.
8. The applicant/owner shall make payment for the permit(s) being issued to the Clerk's office at the time permit(s) are received. See Appendix B for Fee Schedule.

#### **Additional application(s)/permit(s) that may be required to be filled out and issued:**

- Sewer
- Water (minimum 1" service is required for commercial buildings)
- Driveway access
- Excavation (for any work performed in the city right of way including alleys i.e.: water, storm, sanitary, sidewalk, curb work, trees)
- Sanitary sewer seal – only if demolition is involved
- Sign

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.11: APPROVAL OF SUBDIVISION CONSTRUCTION PLANS**

Subdivision construction plans shall be reviewed in accordance with the procedures outlined in the New Unified Subdivision Ordinance of Tippecanoe County as well as other applicable City Codes.

## **SECTION 2 – PERMIT PROCEDURES**

### **Section 2.12: MISCELLANEOUS SUBDIVISION REQUIREMENTS**

If any land is to be deeded to the City (lift stations, etc.), arrangements should be made for acceptance by Board of Works after final plat is recorded or other appropriate time.

All property pins must be in place in accordance with the final plat, or, if the final plat is not yet ready, temporary easements will be required.

All easements, excluding those in final plat, must be executed when requested, and submitted with a maintenance bond at time of acceptance of public facilities.

Each lot shall be marked with a minimum 1.5' x 1.5' sign bearing the lot number. This sign shall remain in place throughout all stages of construction, and be removed when construction is complete.

In order to facilitate consistency and ease of plan review, all subdivision plan phasing shall be practical in nature (i.e., coincide with sanitary sewer runs, etc.) Once phase lines have been established for the purpose of plan submittals, they shall not be changed. Marketing phasing may or may not coincide with plan submission phasing.

Any utility agreement's participation fees must be paid in accordance with the agreement. Developers outside the City must record the annexation waiver with the final plat, before selling lots. This must list each lot # and key #. When applying for residential sewer taps outside the City, the builder is required to bring a copy of the recorded annexation waiver showing the applicable lot # and adding the address for the permit.

Although one permit may be issued for an existing key number, the Engineering Department must have a copy of the approved final plat before a second permit can be issued in a new subdivision.

Public streets are to be inspected by the Public Works Inspector. The following requirements must be met before a street is opened to traffic:

- All of the concrete beams shall have passed the minimum strength requirements, and asphalt compaction tests shall have been completed.
- All joints must be sealed.
- No ponding is visible.
- Areas needing erosion control (including right of way) are seeded or sodded.
- Street is swept clean of sediment and/or debris.
- Street signage is in place.
- All construction equipment and debris is removed from the Right-of-Way.
- All punch lists are completed and County approvals are obtained as needed.

If any items remain, a commitment letter may be allowed from the developer or contractor at the discretion of the City Engineer.

## SECTION 2 – PERMIT PROCEDURES

### **Section 2.13: CONDITIONS FOR ISSUING PERMITS IN RESIDENTIAL SUBDIVISIONS**

1. All sanitary and storm lines shall be installed according to the approved plans and eligible to be inspected and tested before any permits will be issued.
2. Maximum of 25% of lots will be considered for permits prior to acceptance of the facilities by the Board of Works. This percentage may be adjusted lower at the discretion of the City Engineer.
3. Adequate access must be provided to the site that does not cause damage to curbs, streets, and sidewalks. The Engineering Department must approve access.
4. Erosion control measures must be in place. See City Ordinance 08-05.
5. Sewer tap permits will not be issued until all testing and inspection requirements have been met and the facilities are approved for use by the West Lafayette Board of Public Works and Safety.
6. No certificates of occupancy will be issued until all bonds are accepted and as-builts are turned into the Engineering Department.
7. Subdivision public improvements shall be bonded (performance bonds) with Area Plan Commission prior to construction. A three-year maintenance bond must be submitted to the Engineering Department prior to acceptance of the facilities by the Board of Works.
8. Final plat has been recorded.



## SECTION 2 – PERMIT PROCEDURES

### **Section 2.14: SEWER PERMIT APPLICATION PROCEDURES**

1. Persons wanting to make a sanitary or storm connection to the sewers maintained by the City of West Lafayette must go to the Engineering Department located in City Hall. City Engineering Department will give appropriate application to the property owner (or designee).
2. The completed form is to be turned into the Engineering Department for approval. The Engineering Department will issue a permit upon receipt of the appropriate tapping fees. Additional fees may be required, i.e.: recovery fees. See Appendix B for the fee schedule.
3. The actual connection of the building lateral sewer to the city sewer MUST be made under the supervision of a city inspector. Call the Waste Water Treatment Utility, 765-775-5145, for inspection. Inspections must be requested prior to 3:30 p.m.
4. This permit must be on site at all times with the appropriate drawing of the sewer installation on the reverse side of the permit.
5. Special arrangements for inspections may be available upon prior notification.
6. If sewer connection is made without proper inspection or if permit is not on site, the property owner may be required to remove the illegal connection at the owner's expense.
7. For Grease Trap requirements, see the City of West Lafayette "Typical Construction Guidelines and Details."

## SECTION 3 – INSPECTIONS

### **Section 3.0: OVERVIEW**

This section describes each of the mandatory inspections performed by the City. Any inspection will require a minimum of **one-half day** notice and may be called in between the hours of 8:00 a.m. to 4:30 p.m. (except for Fire and Health – their hours may vary).

## SECTION 3 – INSPECTIONS

### Section 3.1: GENERAL REQUIRED INSPECTIONS

#### Building (765-775-5130)

<i>Footing:</i>	When excavated and ready for concrete, but before concrete is poured.
<i>Floor Slab:</i>	When wire mesh, visqueen, gravel fill and forms are ready for concrete.
<i>Foundation Walls:</i>	(Poured only) when forms are in and reinforcement steel is in place.
<i>Framing:</i>	When completely framed, permanent roof is on, wiring and plumbing is roughed-in, but before drywall or wall material is installed.
<i>Interior Plumbing:</i>	When plumbing is roughed in and before it is covered. It will require a water test: 5-lbs. air for 15 minutes or 10' water head for 15 minutes.
<i>Sidewalk, Curb, Driveways:</i>	Prior to pouring concrete or placing asphalt and for final inspection.
<i>Landscape:</i>	Prior to Certificate of Occupancy, request Landscaping inspection for all trees, sodding, seeding, shrubs, etc.
<i>Conditional Certificate Of Occupancy:</i>	Refer to Section 4.
<i>Final:</i>	<p>When building is <b><u>completely finished</u></b>. Commercial buildings will require As-Built drawings to be submitted. The following information must be shown on As-Built drawings:</p> <ol style="list-style-type: none"><li>1. Grease traps and oil interceptors (commercial)</li><li>2. Lift stations and pump stations</li><li>3. Manholes &amp; sewer information (rim/invert elevations, slopes, sizes, lengths, materials, date completed, public vs. private facilities)</li><li>4. Orifices and flow restrictions</li><li>5. Detention basins, volume calculations, certificate of compliance with approved drainage plan</li><li>6. Backflow prevention devices</li><li>7. Fire Dept. connections: post indicator valves, valves pit and meter pits</li><li>8. Hydrants, watermains, vales, dimensions, quantities, material classes, manufacturer, date completed, public vs. private facilities</li><li>9. Facilities in public easements</li><li>10. Sidewalks required</li><li>11. Landscaping required or screen planting</li><li>12. Certification that completed facilities substantially comply with approved plan, certified by a professional engineer in the State of Indiana, as applicable and dated</li></ol>

## SECTION 3 – INSPECTIONS

### Section 3.1: GENERAL REQUIRED INSPECTIONS (continued)

#### Sewer Mains (765-775-5145 AND 765-775-5130)

*Sanitary:* The completed sanitary sewer main shall be high-pressure water jet cleaned and subjected to an air test conforming to UNI-B-6-90. A deflection test shall be performed with a “Go-No-Go” mandrel (95%) according to IDEM standard. The Public Works inspector shall be contacted upon completion of sewer installation to start 45-days compaction period. Cleaning, televising, testing shall be performed a minimum of 45-days after installation and witnessed by the City. All costs of cleaning/testing/televising are to be borne by the contractor. Closed circuit television inspection of the system shall be retained by the City. A copy of the video (high quality MPEG or DVD format) shall be retained by the City. For additional information, see the “City of West Lafayette Typical Construction Guidelines & Details.”

*Storm:* The completed storm sewer main shall be high-pressure water jet cleaned. Mainline storm sewers (manhole to manhole) shall be televised. Lateral storm sewers (manhole to inlet, inlet to inlet) in excess of 40’ shall be televised. Sewers that are 36” diameter or less shall be subjected to a deflection test using a “Go-No-Go” mandrel (95% diameter) when constructed using flexible pipe conduit material. Sewers that are greater than 36” require third (3<sup>rd</sup>) party testing and certification (daily) of the bedding installation when constructed using flexible pipe conduit material. The Public Works inspector shall be contacted upon completion of sewer installation to start 45-days compaction period. Cleaning, televising, and testing shall be performed a minimum of 45 days after installation and witnessed by the City. All cost of cleaning/testing/televising is to be borne by the contractor. A copy of the video (high quality MPEG or DVD format) shall be retained by the City. For additional information see the “City of West Lafayette Typical Construction Guidelines & Details.”

*Structures:* All structures must be inspected upon completion.

*GreaseTraps/  
Laterals:* All grease traps, 6” laterals and clean outs must be inspected from the building to the main/stub prior to backfilling.

## SECTION 3 – INSPECTIONS

### **Section 3.1: GENERAL REQUIRED INSPECTIONS (CONTINUED)**

#### **Health Department (765-423-9221)**

*Pre-Opening:* Walk through, and give punch list (if required) at this time.

*Opening:* When building is **completely finished**. Re-check punch list (if one was required) and issue a one (1) year permit, if approved.

#### **Fire Department (765-775-5175)**

*Pre-Opening:* Walk through, and give punch list (if required) at this time. Will be checking for:

Exit lights, fire extinguishers, emergency lighting, fire alarms, hood systems (restaurants), sprinkler systems, hydrants, road accessibility, fire connections, etc.

*Opening:* When building is **completely finished**. Re-check punch list (if one was required).

#### **Landscape (765-775-5160)**

*Final:* Final grade, seeding, sod, trees, shrubs, etc. prior to issuance of a Conditional Certificate of Occupancy.

#### **Other Types of Inspections (765-775-5130)**

Electrical Service · Driveways · Curbs · Sidewalks · Landscaping · Signs  
Handicap Accessibility · Erosion Control · Street Closures · Traffic Control

### **A CERTIFICATE OF OCCUPANCY IS REQUIRED BEFORE THE BUILDING MAY BE OCCUPIED.**

The building inspectors are generally in the office Monday through Friday between the hours of 8:00 a.m. to 9:00 a.m. to answer any questions.

**NOTE:** All fees must be paid at time of Certificate of Occupancy pick up. See Appendix B for fee schedule.

## SECTION 3 – INSPECTIONS

### **Section 3.2: SUBDIVISION CONSTRUCTION INSPECTIONS**

The following is intended to be a guide for individuals with approved construction plans for subdivisions in or around West Lafayette. This guideline is not a checklist for every detail described in the City Ordinances, but rather a summary of the steps to be taken for the improvements to be inspected and approved.

For questions or suggestions regarding the following, please contact the Engineering Department at 765-775-5130.

#### Guideline

1. Developer calls the Engineering Department to set up a pre-construction conference. Items discussed will include: installation of private utilities; storm/sanitary mains; erosion control; timetables, including starting dates of IDEM permit(s); streets/sidewalks; landscaping; and street inspections based on INDOT procedures, with testing frequencies to be determined at the meeting.
2. Contractor sub-contracts with a geotechnical firm who provides a copy of all testing results to the Engineering Department.
3. All pavement work shall be done in accordance with the latest edition of INDOT's standard specification (construction traffic must stay off new concrete pavement until 85% of the 28-day specified compressive strength for each test section).
4. The Developer and/or Contractor(s) shall provide a name and phone number of the contact person for applicable phases of construction. City inspector will perform random checks and discuss any concern with the contact person or the foreman on the site.
5. Developer will discuss any plan changes with Engineering before authorizing contractor to make changes.
6. Contractor shall contact the Public Works inspector when ready to have the sewer mains inspected; (air mandrel tested and televised). The air mandrel test and televising will not be performed before (45) days have elapsed from the day of completion of backfill. It is to the contractor's benefit to notify the Public Works inspector on the date of backfill completion and to have the test results approved prior to paving.
7. Contractor shall contact the Public Works inspector when ready for curb, sidewalk, driveway access, and compaction tests for street and final inspection.
8. Developers must submit three (3) complete sets of hard-copy As-Built plans to the Engineering Department prior to or when requesting final acceptance (refer to Section 5 for As-Built information). The Engineering Department will, in turn, send a set to the wastewater department. After the Engineering Department has assured that all punch-list items are complete, they will request electronic As-Built plans and notify the developer that a request can be made to the Board of Works for City acceptance.
9. Developer sends own engineer's certification to Engineering Department that the work was completed in accordance with the approved plans. Included will be a

## **SECTION 3 – INSPECTIONS**

### **Section 3.2: SUBDIVISION CONSTRUCTION INSPECTIONS (CONTINUED)**

three-year letter of credit or maintenance bond and a request for City acceptance of completed public improvements. The Engineering Department will present the request to the Board of Public Works and Safety if all work is acceptable.

10. After recording of the final plat, the developer, engineer, or surveyor shall submit a plan to the Engineering Department for assigning addresses. After addresses have been assigned and returned to the developer, the developer shall provide an electronic copy of corrected plan to the Engineering Department and Waste Water Utility.
11. Inspectors to be called:

Engineering Department:	765-775-5130
Sewer department:	765-775-5145
Erosion Control:	765-775-5130

## **SECTION 3 – INSPECTIONS**

### **Section 3.3: BUILDING SITE PROCEDURE**

1. The permit applicant must distribute this notice to all subcontractors.
2. City will contact the builder indicated on the building permit if there is a trash problem at a building site. This contact will either be over the phone or as a warning letter.
3. A site should be reasonably clean within 48 hours unless the weather interferes.
4. If the problem is not remedied in a reasonable amount of time, a “Stop Work” order will be issued to the subcontractors on site and followed up by a phone call to the Builder from the Engineering Department.
5. The Builder is responsible for making arrangements for a site re-inspection within 48 hours of the “Stop Work” order. If the site is in compliance, a phone call will be made to the builder to proceed with construction. If the site is not in compliance, the “Stop Work” order will continue to be enforced, along with penalties.
6. A dumpster may be used but is not required. Trash must be contained either in an enclosure constructed of posts and temporary barrier fence (10’x10’ minimum) within the structure or garage that is being built, or in a dumpster.
7. All trash must be disposed of regularly. No open piles of construction debris will be allowed.
8. No metal dumpsters are to be placed on streets. Violation of this policy could result in a fine of \$100 in addition to other charges as a minimum. A separate offense shall be deemed committed on each day that a violation continues.
9. If a building site is so tightly constrained that a dumpster must be placed on the street, a letter of approval must be obtained from the Engineering Department. The dumpster must be placed on skid platforms, so as not to damage the street surface, and it must also be surrounded by barricades with flashing beacons.
10. Trailers and equipment in street will not be allowed.



## **SECTION 4 – CERTIFICATE OF OCCUPANCY**

### **Section 4.0: OVERVIEW**

A Certificate of Occupancy is required before the building may be occupied. In order to obtain a Certificate of Occupancy, the required inspections noted in Section 3 must be completed and passed.

In many instances, site work cannot be completed because of weather conditions. In cases where this situation takes place, the City Engineering Department has developed a procedure for obtaining a Conditional Certificate of Occupancy.

## SECTION 4 – CERTIFICATE OF OCCUPANCY

### Section 4.1: CONDITIONAL CERTIFICATE OF OCCUPANCY

1. Applicant must request in writing a Conditional Certificate of Occupancy including any reasons why the project cannot be completed on time.
2. Upon receipt of request in writing, the Engineering Department will inspect location to determine that no health, safety, or welfare items are in question.
3. If the City Engineer determines a Conditional Certificate of Occupancy is warranted, then the applicant must fill out the appropriate form located in Appendix D and submit a cashier's check or a letter of credit for 150% of the amount shown.
4. Contractors who have previously not completed work in the allowed time will not be eligible for a Conditional Certificate of Occupancy.
5. The City will hold the check, and funds will be returned when the **Final Certificate of Occupancy** is issued. If the work is **NOT completed** and inspected by the stated completion date, then the City may use the funds to complete the work.
6. When the items listed on the Conditional Certificate of Occupancy are completed, inspected, and passed, the City will issue a ***Final Certificate of Occupancy***.
7. The time allowed on a Conditional Certificate Occupancy will be determined on a case-by-case. The maximum time allowed will be 180 days.
8. To receive the **Final Certificate of Occupancy**:  
A request must be made for a final inspection, and all work must be completed per the approved plans and appropriate inspections performed within the time extension allowed. As-built plans are required on non-residential projects within 30 days of completion. Maintenance bonds are required when facilities are turned over to the City for public maintenance.

## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.0: OVERVIEW**

As-Built plans are required for three reasons:

1. To make sure that the constructed facilities have been constructed in accordance with the approved plans. Although the As-Built must be certified by a Registered Engineer or Land Surveyor, this will allow the Engineering Department to ensure that any variations during construction will still provide the City with acceptable facilities.
2. To ensure that the As-Built plans clearly show all the information required by City Departments to document the new facilities until other future facilities and As-Built replace them.
3. To provide additional information to the City's GIS database system.

If As-Built information is required for design of new facilities, the designer shall perform a field survey instead of relying strictly on available As-Built information.

## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.1: REVIEW OF SUBDIVISION AS-BUILT PLANS**

Three (3) sets of As- Built plans and one (1) electronic copy should be sent to the Engineering Department in order to have the record drawings reviewed before they are accepted for City maintenance.

Items on As-Built checklist (Section 5.5) should appear on plans; if not possible, they should be attached on separate forms. Any interim facilities should be shown where final construction has not been completed for the current acceptance phase. If changes were approved during construction, appropriate details must be added to the As-Built.

If bonding was approved, a final plat should be recorded and a copy placed in the City's plat file. Property pins must be in place before any permits are issued. Some County requirements may need their approval before the performance can be released.

Other records should be corrected if subdivision work resulted in changes to other subdivision plans (As-Built or proposed), Sewer Maps etc.

Plans should include proper scale, North arrow, legend, title boxes, plan title (name of project), NGVD bench marks, etc. The scale should be checked randomly on plan and profiles to make sure facilities are drawn to scale. The subdivision sections should be clearly identified, along with all other applicable boundaries. The As-Built should also follow the Drafting Standards requirements (Appendix A).

Proposed utility locations should be compared with actual locations in Right-of-Way and easements. As-Built locations of the private utilities are also desirable

Plans should be compared to the approved plat for lot numbers and dimensions, easements and dimensions, street names and Right-of-Way dimensions. If additional easements are to be needed, they should be shown on the Final Plat. If the Final Plat was already recorded, a recorded copy of the easements is needed.

## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.2: REVIEW OF DRAINAGE AND GRADING AS-BUILT PLANS**

Drainage As-Built information should be submitted in accordance with City Drainage Ordinance 08-05 (NPDES Phase II) requirements (sizes, materials, rim and invert elevations, lengths, actual storage capacity calculations, and certification). Contour lines should be shown for 100-year storm elevation in detention areas. Mowable slopes (1:3 maximum, 1:6 desired), concrete swales, headwalls, end sections, and other items required on the approved plans should also be shown.

Proposed building pad elevations should be checked with the respect to property line elevations, and general drainage patterns. Back lot line elevations are needed where future expansion may change rear elevations. Storm pipes entering detention ponds should be labeled as public or private at a structure (entering endwall, leaving MH, etc.)

## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.3: REVIEW OF SANITARY AND STORM AS-BUILT PLANS**

Front yard easements may be 15' wide unless the sewer is over 7' deep. Side yard easements should be at least 20' wide, and wider if sewer is over 10' deep. Sewers should generally be offset from the center of the easements, or part of the easement may need to be widened. Private easements should also be shown and clearly described.

Intersecting sewers should meet at no more than 90 degree angles, to keep one sewer's flow from entering the other sewer against the flow. Where two sewers enter the same manhole and are located directly or nearly directly across from one another, an elevation difference between the invert elevations must be provided. The difference should be one half the diameter of the larger pipe. Laterals shall not tie into a main sewer directly across from each other. Locations should be shown where pipes were encased at crossing with other sewers or water mains.

Sewers should be checked for design diameters, slopes, structures, alignment, capacities, cover, and lengths between manholes. Manhole and structure numbers should not be repeated. Rim and invert elevations should be checked, along with consistency between plan and profile information and from one sheet to the next. Pipe material should also be shown.

Sewer locations must be clearly described, so there is no question about location (especially in cul-de-sacs). Plugs should be shown.

Invert elevations should meet at the bottom of structure unless:

- a) where new pipe enters a manhole with existing large pipes (30" for sanitary, 42" for storm), proposed invert should be .50' to 2' above top of existing pipe;
- b) where a hydraulic drop is designed through manholes, the outlet pipe is generally at least 3" below an incoming pipe;
- c) sanitary sewers require a drop to be approved if the invert must be more than 2' above the bottom of the manhole;
- d) drops within manholes between 2' and 1' will not be allowed.

Storm structures should have manholes where there are changes in slope, diameter, alignment, or intersecting pipes. Unless there is a detail showing how an inlet grate is set on the manhole structure, the manholes should not be used as inlet structures.

## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.4: STREET AND SIDEWALK REQUIREMENTS**

Sidewalks should be a minimum 5'0" wide within the Right-of-Way, leaving 1' from the back of the sidewalk to the Right-of-Way line. A variance may be granted on sidewalk widths with approval from the City Engineer. Additional sidewalk width may be required at higher pedestrian traffic areas, as determined by the City Engineer.

All sidewalks must be installed per the approved standard and details. Handicap access ramps will be required at corner lots and intersecting streets.

Plan view of streets should show stationing, changes in width, curve data with radius shown along with PC and PT, and intersection details, including curb radius. Street and traffic control signage, as well as names of streets in and adjacent to the development, any existing or proposed Right-of-Way lines, and all apparent property lines should be included.

Profile view of streets should include stationing and centerline elevations; length of vertical curves; PVC, PVI, and PVT locations and elevations; thickness of existing pavements; etc. Low points should be at inlets. Changes in slopes should be shown on the profile.

Individual lots in some subdivisions may also be required to prove they have complied with the approved grading plan by providing a surveyor's certification or showing the inspectors the required elevation has been met at each lot corner or swale centerline.

## SECTION 5 – AS-BUILT PLANS

### **Section 5.5: AS-BUILT PLANS CHECK LIST FOR DRAINAGE PLANS**

As-built plans shall include all the information in the approved plans, including standards and details showing all changes made, together with the following:

• Project's address	• Indiana registration number(s)
• Project name	• Date drainage plans approved
• Building permit #	• Certificate that completed facilities substantially comply with approved plans
• Date private drainage facilities completed	• Calculations showing actual detention basin storage volume
• Plan views	• Developer's corporate name
• Profile views for sewers include: invert elevations, materials, top of rim, slope	• Primary contact
• North arrow and scale	• Developer's mailing address
• Date as-built plans prepared and by whom	• Developer's phone #
• Drainage designer	• Contractor
• Designer's corporate name	• Field Superintendent
• Designer's address	• Contractor Addresses
• Designer's phone #'s	• Contractor phone #'s
• Soil types/terrain conditions	• Permit from IDNR, IDEM and ACOE as applicable
• Land use/existing cover	

The following are public facilities sometimes included with subdivision plans:

SANITARY SEWER	STORM SEWER	PAVING
Pipes	Pipes	Street Pavement
Structures	Structures	Curbs & Gutters
Castings	Castings	Sidewalks
Lift Stations		Handicap Ramps
Pump Stations		
Force Mains		



## **SECTION 5 – AS-BUILT PLANS**

### **Section 5.5: AS-BUILT PLANS CHECK LIST FOR DRAINAGE PLANS** **(CONTINUED)**

Each public facility included in plans must have the following information shown on the As-built plans:

- Dimensions (including rim & invert elevations, lengths, diameters and slopes)
- Quantity
- Material classes
- Manufacturer and/or source
- Date completed
- Date inspected

## SECTION 5 – AS-BUILT PLANS

### **Section 5.6: AS-BUILT PLANS CHECK LIST FOR STORM AND SANITARY SEWER**

As-built plans shall include all the information in the approved plans, including standards and details showing all changes made, together with the following:

- |   |  |
|---|--|
| • Project name and location description                 | • Design engineer and/or surveyor  |
| • Land use  | • Designer's corporate name  |
| • Sewer permit numbers used                             | • Designer's address   |
| • Addresses and lot numbers on each lot                 | • Designer's phone #   |
| • Any sewer tap location for each lot                   | • Indiana registration number(s)   |
| • Plan views  | • Date construction plans approved   |
| • Easements with dimensions, identifying allowable uses | • Certificate that completed facilities substantially comply with approved plans |
| • Profile views for sewers and streets                  | • All contractors  |
| • Portions encased in concrete                          | • Field Superintendent   |
| • North arrow and scale                                 | • Contractor Addresses   |
| • Date as-built plans prepared and by whom              | • Contractor phone #'s   |
| • Developer's corporate name                            | • Permit from IDEM as applicable   |
| • Primary contact                                       |  |
| • Developer's mailing address                           |  |
| • Developer's phone #                                   |  |

The following are public facilities sometimes included with subdivision plans:

- |            |                 |                 |
|------------|-----------------|-----------------|
| • pipes    | • structures    | • pump stations |
| • castings | • lift stations | • force mains   |

Each public facility included in plans must have the following information shown on the As-built plans:

- Dimensions (including rim & invert elevations, lengths, diameters and slopes)
- Quantity
- Material classes
- Manufacturer and/or source
- Date completed
- Date inspected

## **SECTION 6 – CITY ACCEPTANCE OF UTILITIES FOR MAINTENANCE**

### **Section 6.0: GENERAL INFORMATION**

In order for utilities (sanitary sewer, storm sewer) and/or streets to be accepted by the City for maintenance, all required inspections shall be completed and punch list items addressed.

The following documentation must be submitted by 12:00 p.m. on Friday, in order to be recommended by the City Engineer for acceptance at the next Board of Works meeting:

1. Letter from owner/developer requesting acceptance of utilities/streets.
2. Three (3) sets of as built drawings (hard-copy) and one (1) electronic format of AutoCAD drawings for all pertinent sheets.
3. 3-year maintenance bond.

# APPENDIX A

## **DRAFTING STANDARDS**

These standards have been established for the purpose of ensuring uniformity in the design and drafting techniques for projects to be submitted for review and acceptance. They will also improve communication as well as speed up review time.

### General

1. All projects submitted shall have a title sheet that will include:
  - a. A site location map detailing the project.
  - b. An index to the drawings.
2. All plan and profile sheets are to be certified by a professional engineer or land surveyor of the State of Indiana, as applicable and dated.
3. All sheets are to be numbered, with total number of sheet included, i.e.: sheet 4 of 12.
4. Overall utility layout sheet.
5. Detail sheet(s)/Specification sheet(s).
6. Maximum size submittal sheets shall be 24" x 36".
7. All commercial projects submitted shall be accompanied by an electronic AutoCAD file.
8. Lettering and linework must be sharp, opaque, and reproduced on a clean background.

### Scale

The following scales for drawings are preferred, though certain circumstances may dictate the use of larger or smaller scales.

1. Storm sewer, sanitary sewer, street plan and profile:  
1" = 50' horizontal, 1" = 5' vertical
2. Drainage project cross sections:  
1" = 5' horizontal or vertical
3. Overall development plans, site plans, drainage studies:  
1" = 20, 30, 40, or 50 feet
4. Details:  
No smaller than 1/2" = 1'-0"

# APPENDIX A

## **DRAFTING STANDARDS (CONTINUED)**

### Materials

Mylar-type drafting film shall be used for all originals and/or reproduction originals to be submitted as record drawings. They shall be of a quality suitable for reproduction. Any drawing deemed not useable by the City Engineering Department will be rejected.

### Orientation

Drawings will be situated so that North is either toward the top or toward the right side of the sheet. When stationing is required, the stationing should run from South to North and from West to East. North will be to the right when the stationing runs from the South to the North.

### Sewer Plan/Profile Plans

The horizontal stations for sewer plan and profiles shall be along the centerline of the sewer line. Where a base line has been established at a location other than the sewer centerline, reference should be made on the plan view to its equation with the sewer line stationing. For example: Manhole #1, Sta. 2 + 50 = 2 + 87.4 Baseline "A".

All plan views shall include the following information when applicable:

- a. North arrow
- b. The scales used
- c. Project name and number, sheet number, date drawn, date and nature of revisions.
- d. All topography in the area affected by construction.
- e. Right-of-Way lines, property lines, and easements.
- f. Locations of bench marks and their descriptions.
- g. Locations of all known utilities in the project area.
- h. Flow arrows showing direction of flow.

All profiles shall include the following:

- a. Existing and finished grade lines
- b. Inverts at all manholes.
- c. Length of pipe between two manholes
- d. Slope of pipe in percent.
- e. Elevations to USGS Datum.
- f. Pipe materials to be used
- g. Top of casting elevations.

Sanitary sewer plans submitted, as "As-Built" shall have laterals shown on the plan view with their locations properly scaled. Lateral measurements shall be indicated by their

# APPENDIX A

## **DRAFTING STANDARDS (CONTINUED)**

distance from the last downstream manhole, in the form of stationing. All sheets shall have the phrase “As-Built” boldly printed on them and dated.

### Drainage Plan/Profile Plans

The plan shall be shown at the upper portion of the drawing. All plan views shall include the following information, when applicable:

- a. North arrow
- b. The scales used
- c. Project and number, sheet number, date drawn, date and nature of revisions
- d. All topography in the area affected by construction
- e. Right-of-Way lines, property lines and easements
- f. Locations of bench marks and their descriptions
- g. Locations of all known utilities in the project area
- h. Flow arrows showing direction of flow

Profiles shall include the following:

- a. Existing and finished grade lines
- b. Inverts at all changes in proposed grade and manholes
- c. Slope of pipe in percent
- d. Elevations to USGS Datum
- e. Length of pipe between manholes
- f. Pipe materials to be used
- g. Top of casting elevation.

### Street Plan/Profile Plans

The plan shall be shown at the upper portion of the drawing. All plan views shall include the following information when applicable:

- a. North arrow
- b. The scales used
- c. Project name and number, sheet number, date drawn, date and nature of revisions
- d. All topography in the area affected by construction
- e. Right-of-Way lines, centerlines, property lines, and easements
- f. Location of bench marks and their description
- g. Location of all existing and proposed utilities in the project area
- h. Centerline stationing, curve data and stationing equations at centerline intersections

# APPENDIX A

## **DRAFTING STANDARDS (CONTINUED)**

Profiles shall include the following:

- a. Existing and finished grade lines with both line elevations noted at a maximum of 50'-0" intervals
- b. Vertical curve data with stationing
- c. Slope of centerline grade lines in percent
- d. Elevations to USGS Datum
- e. Vertical and horizontal location of utility lines-crossing centerline of pavement
- f. Guardrail, with end treatments
- g. Ditch profiles, with slope shown in percent
- h. Structures (bridges, culverts, etc.)

Details shall include the following:

- a. Pavement cross-sections
- b. Intersection and cul-de-sac details with elevation and dimensional information
- c. Pavement jointing details as applicable
- d. Special curb ramps
- e. Special drainage structures

### **Site Development Plans**

The site development plan shall be drawn to scale, no smaller than 1" = 50', with a north arrow on each sheet. Existing and finished land contours shall be shown with one (1) foot contours (where feasible). A benchmark, which is easily accessible and relocatable, shall be shown. Any section corners should be shown and protected or re-established as per county ordinance.

The site development plan shall show the locations of all existing and proposed utilities. Manholes and other structures shall be located on the plan by coordinates, dimensions from traverse lines or dimensions from road centerlines.

### **Lift Station Drawings**

Lift station plans shall in general, contain the following:

- a. At least two views of the station-plan view and cross-section
- b. Electrical panel detail
- c. Pump and alarm control elevations
- d. Inlet and outlet pipe elevations
- e. Finished grade and foundation elevations
- f. Design pump capacity, horsepower, total dynamic head, manufacturer and model number
- g. Sump capacity and cycle time

# APPENDIX A

## **DRAFTING STANDARDS (CONTINUED)**

- h. Also, the Engineer shall submit a copy of the head discharge curve and the complete design calculations for the lift station and force main

### Use of Standard Symbols and Notations

Standard topography, utility and boundary line symbols shall be used in the preparation of plans.

### General Notes

When space allows, general notes shall be placed on the detail sheet. Where the notes required are extensive, they may be placed on a separate sheet just ahead of the detail sheet(s). Special notes pertaining to one particular item on the plan shall be placed on that sheet, not with the general notes.



## **APPENDIX B**

### **CALCULATION FEE SUMMARY**

All dollar amounts are to be rounded up to nearest \$1,000.00 for calculation of fees.

#### **Building Permit Fee:**

ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

#### **Re-inspection Fee:**

ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

#### **Sanitary/Storm Sewer Tap Fee:**

ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

Recovery fee – Additional recovery fees may be applied based on subdivisions and lift station service areas.

#### **NPDES Phase II Stormwater Drainage & Erosion Control Plan Review:**

ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

#### **General Permits:**

Sanitary Sewer Seal – ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

Excavation/Work in Right-of-Way Permit – ALL FEES ARE CURRENTLY UNDER REVIEW. CONTACT ENGINEERING DEPARTMENT FOR FEES.

# **APPENDIX C**

## **PERMIT APPLICATION OVERVIEW**

### **Access Permit:**

Required for any new residential driveway access to a public street.

### **Building Permit:**

For all new construction and any change in use of business to existing buildings other than normal maintenance. Additional information is available when zoning variances are needed. This form is also used for changes in mechanical, plumbing, or handicap facilities. State approval may also be required to accompany this application for commercial or multi-family buildings.

### **Excavation Permit:**

For any work conducted in the public Right-of-Way, including alley, sidewalk, driveway approach, planting strip, street, etc.

### **Sewer Permit:**

For storm and sanitary sewers that eventually drain into the City facilities. This form is used for industrial usage, commercial buildings, multi-family, duplexes, subdivisions, planned developments, and single family residences. City Engineering Department does not issue building permit until sewer permit is approved.

### **Sign Permit:**

All signs require a separate permit. Additional information is available if zoning variances are required.

### **Temporary Sign Permit:**

For any event-oriented or temporary sign.

**\*\*NOTE: APPLICATIONS AND ORDINANCES ARE SUBJECT TO CHANGE\*\***

**Visit the City's website for the latest edition of all forms and requirements.**

## **APPENDIX D**

### **APPLICATION FORMS**

**CITY ENGINEER'S OFFICE, CITY OF WEST LAFAYETTE, INDIANA**  
**APPLICATION FOR IMPROVEMENT LOCATION PERMIT AND CERTIFICATE OF OCCUPANCY**

OWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

LEGAL DESCRIPTION: LOT NO. \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

**IMPROVEMENT STREET ADDRESS:** \_\_\_\_\_

REQUIRED SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

PROPOSED SETBACKS: FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

**TYPE OF CONSTRUCTION:** \_\_\_\_\_

PRINCIPAL BUILDING: ☐ New ☐ Remodel ☐ Addition ☐ Demolition ☐ Foundation only ☐ Electrical only

ACCESSORY BUILDING: ☐ New ☐ Remodel ☐ Addition ☐ Demolition ☐ Foundation only ☐ Electrical only

PRINCIPAL USE: ☐ Residential ☐ Business ☐ Office/Research ☐ Other

No. Apt. \_\_\_\_\_ No. Bedrooms \_\_\_\_\_ No. Students \_\_\_\_\_ No. Stories \_\_\_\_\_

ENERGY COMPLIANCE: ☐ Acceptable Practice (Sec. 6) ☐ Component Performance (Sec. 5) ☐ System Analysis (Sec. 4)

PROJECT COST: \$ \_\_\_\_\_ YEAR STRUCTURE WAS BUILT: \_\_\_\_\_

**OWNER'S CERTIFICATE**

As owner of the property for which this application is being filed, I hereby certify that the building and/or land will be used for the following purposes in accordance with the Unified Zoning Ordinance of Tippecanoe County, IN:

PRIMARY USE PER UZO: \_\_\_\_\_

I further agree that this building (or portion thereof) authorized by this Improvement Location Permit will not be occupied until such time as any known code violations are corrected and until such time as a final inspection has been made and a Certificate of Occupancy has been obtained. Construction to begin within **90 days** of the issuance of a building permit. Construction to be completed within **one year** of the issuance of a building permit unless a longer time is authorized by the Board of Public Works and Safety. Sign permits require a separate form.

\_\_\_\_\_  
Owner (Signature)

\_\_\_\_\_  
Owner (Typed or Printed)

\_\_\_\_\_  
Date

-----  
**FOR OFFICE USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **PERMIT NO.** \_\_\_\_\_

**FEES:**

☐ Building \_\_\_\_\_ ☐ Tap \_\_\_\_\_ ☐ Sewer Inspection \_\_\_\_\_  
☐ Assessment \_\_\_\_\_ ☐ Other \_\_\_\_\_

**IMPROVEMENT LOCATION PERMIT APPROVED:** BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF FINAL INSPECTION: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY ISSUED:** BY: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMIT NUMBER

**CITY OF WEST LAFAYETTE  
LIST OF CONTRACTORS AND SUBCONTRACTORS**

STREET ADDRESS: \_\_\_\_\_ PERMIT # \_\_\_\_\_

**GENERAL CONTRACTOR:**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**SUBCONTRACTORS:**

**CONCRETE**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**ELECTRICAL**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**HEATING & AIR CONDITIONING**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**MASONRY WORK, STONE MASONRY, BRICKLAYING**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**CARPENTRY OR STRUCTURAL**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

**PLUMBING**

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CONTRACTOR PERMIT #: \_\_\_\_\_

Date \_\_\_\_\_

David M. Buck, P.E., City Engineer  
City of West Lafayette, Engineering Department  
609 West Navajo Street  
West Lafayette, Indiana 47906

Dear Mr. Buck,

I hereby request exemption from the following requirements of the West Lafayette Storm Drainage and Sediment Control Ordinance for the address shown:

Address of site: \_\_\_\_\_

Proposed Project: \_\_\_\_\_

Exemption(s) requested and reasons for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Property Owner's Printed Name

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Owner's Mailing Address

Telephone #: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Approved with Conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed By: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Engineering Department Response

# CONDITIONAL CERTIFICATE OF OCCUPANCY

PERMIT NO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

[illegible]

EXPIRATION DATE OF  
LETTER OF CREDIT MUST BE  
AT LEAST 30 DAYS  
AFTER COMPLETION DATE

SUB TOTAL\_\_\_\_\_

X 150%\_\_\_\_\_

TOTAL\_\_\_\_\_

**CITY OF WEST LAFAYETTE  
SEWER TAP PERMIT**

SUBDIVISION: \_\_\_\_\_ ☐ CITY ☐ LIMIT: \_\_\_\_\_ IN  
OUTSIDE

Tap Fee: \_\_\_\_\_ Inspection Fee: \_\_\_\_\_ Recovery Fee: \_\_\_\_\_ Permit No.: \_\_\_\_\_

☐ Single Family    ☐ Multi Family    ☐ Commercial    ☐ Other

This certifies that \_\_\_\_\_ is hereby granted permission to tap and make connection with a public sewer lying in \_\_\_\_\_ Street, and to build a house drain \_\_\_\_\_ inches in diameter, in strict accordance with the ordinances regulating sewers (West Lafayette City Code sections 30.06.7.1, 30.06.7.2), in order to connect with said sewer the property of \_\_\_\_\_, owner of Lot Number \_\_\_\_\_ in \_\_\_\_\_ Addition, being number \_\_\_\_\_ on the \_\_\_\_\_ side of \_\_\_\_\_ Street between \_\_\_\_\_ and \_\_\_\_\_ Streets.

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
Date

The As-Built must show the property lines, structure, back of curb, north arrow, sewer line, length of pipes, and labeled connections. The tap point must be dimensioned off of a property line and the back of the curb, and show the tap depth.

No "pea gravel" used for backfill shall be allowed within 1' (one foot) of the house drain.

Failure to provide complete information, or to return this document to the City Inspector at the time of inspection will result in the sewer tap inspection not passing and the Certificate of Occupancy will not be issued until the proper information or form is submitted to the Engineering Department.

**Call the Wastewater Treatment Plant at 775-5145 for inspection.**

No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer. (Article 2.1 of City Ordinance 1293)



# CITY OF WEST LAFAYETTE

## SEWER LATERAL AS-BUILT

This certifies that the within connection was property made by me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in strict accordance with the ordinances regulating sewers; and that the attached drawing is a true and correct representation of the place of tapping and the line of said drain.

(Signed) \_\_\_\_\_ with \_\_\_\_\_  
Sewer Builder Company

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
City Inspector

This As-Built must show the property lines, structure, back of curb, north arrow, sewer line, length of pipes, and labeled connections. The tap point must be dimensioned off a property line and the back of the curb, and show the tap depth. Failure to provide complete information, or to return this document to the City Inspector at the time of inspection will result in the sewer tap inspection not passing and the Certificate of Occupancy will not be issued until the proper information or form is submitted to the Engineering Department.

**Call the Wastewater Treatment Plant at 775-5145 for inspection.**

No person shall discharge or cause to be discharged any storm water, surface water, ground water, roof runoff, subsurface drainage, cooling water or unpolluted industrial process waters to any sanitary sewer. (Article 2.1 of City Ordinance 1293)



# CITY OF WEST LAFAYETTE

## CITY ENGINEER'S OFFICE

609 West Navajo Street  
West Lafayette, IN 47906  
765-775-5130 Fax 765-775-5249  
www.west-lafayette.in.us

## EXCAVATION PERMIT APPLICATION

### APPLICANT: (Print with ink.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
Contractor Name: \_\_\_\_\_ License No: \_\_\_\_\_

### EXCAVATION INFORMATION:

Location/Address: \_\_\_\_\_

Purpose of Excavation: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Approximate Duration: \_\_\_\_\_

Will explosives be used: ☐ Yes ☐ No If Yes, please describe: \_\_\_\_\_

Will parking or travel lanes be blocked: ☐ Yes ☐ No If Yes, please describe: \_\_\_\_\_

**Permit must be received in our office at least two (2) working days, but no more than ten (10) working days prior to starting date with the exception of emergency excavations. Drawing showing location of excavation must also be submitted. Note: Excavation must be completed ten (10) working days after start of excavation.**

No.	EXCAVATION SIZE			AREA EXCAVATED						
	LENGTH	WIDTH	DEPTH	SW = Sidewalk		ST = Street		P/S = Planting Strip		
1.					SW		ST		P/S	other
2.					SW		ST		P/S	other
3.					SW		ST		P/S	other

NOTE: IF THERE ARE ADDITIONAL EXCAVATIONS WITHIN THIS VICINITY, PLEASE USE THE BACK OF FORM. FOR ADDITIONAL LOCATIONS, COMPLETE ADDITIONAL FORMS.

**NOTE: Applicant must schedule inspections: 1) Backfill & 2) Final. One half working day notice to the City Engineer's Office is required prior to inspection. Phone (765) 775-5130.**

I, the undersigned do hereby agree to make this excavation under the supervision and inspection of the City Engineer, and in accordance with the West Lafayette City Code; Chapter 114, "Excavations."

Applicant Representative (Signature) \_\_\_\_\_ Applicant Representative (Typed or Printed) \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Pay at Issue ☐

Total Fee: \$ \_\_\_\_\_ Bill to Applicant ☐

No.	Permit Number
1.	
2.	
3.	

Permit Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Issued by: Michael C. Madala Date: \_\_\_\_\_

Remarks \_\_\_\_\_



CITY OF  
WEST LAFAYETTE

PERMANENT SIGN PERMIT

OFFICE OF CITY ENGINEER  
609 W. NAVAJO STREET  
WEST LAFAYETTE, IN 47906  
765-775-5130

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: LOT NUMBER: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_ VARIANCE: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

**NOTE: THIS PERMIT IS TO BE FILED WITH THE CITY ENGINEER'S OFFICE, ACCOMPANIED BY A COMPLETE SET OF A PLOT PLAN SHOWING LOT DIMENSIONS, POSITION OF BUILDING, EXISTING SIGNAGE, POSITION OF PROPOSED SIGN, COMPLETE WITH DIMENSIONS, AND DRAWN TO SCALE. REFERENCE: CHAPTER FOUR, UNIFIED ZONING ORDINANCE, TIPPECANOE COUNTY, 6-65.**

AREA OF SIGN #1 PER FACE: \_\_\_\_\_ HEIGHT OF SIGN: \_\_\_\_\_

AREA OF SIGN #2 PER FACE: \_\_\_\_\_ HEIGHT OF SIGN: \_\_\_\_\_

MINIMUM SETBACK REQUIRED: FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_

PROPOSED SETBACK: FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_

SIGN ATTACHED TO BUILDING: YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PROJECTION ABOVE BUILDING: \_\_\_\_\_ FT.

ILLUMINATED: YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, UL LISTING NUMBER \_\_\_\_\_  
ILLUMINATED SIGNS REQUIRE AN INSPECTION WHILE SIGN IS STILL OPEN

PROJECT COST: \_\_\_\_\_

**OWNER'S CERTIFICATE**

I hereby certify that the sign, or signs, will be used for the purpose listed above in accordance with the UNIFIED ZONING ORDINANCE FOR TIPPECANOE COUNTY, INDIANA. Engineer's office must be contacted for final approval. Sign must be installed within one year of issuance of permit.

Owner (Signature) \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner (typed or printed) \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY

DATE RECEIVED: \_\_\_\_\_ FEE: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

PERMANENT SIGN PERMIT APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF FINAL INSPECTION: \_\_\_\_\_

FINAL APPROVAL ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

CONDITIONS: \_\_\_\_\_

SIGN PERMIT NUMBER: \_\_\_\_\_

**D-2 CALCULATING MAXIMUM SIGN AREA FOR A SIGN-LOT** (Amend 20)

**Step 1:** Calculate  $A \times B \times C \times D$  (for every frontage) = E

**Step 2:** Calculate  $.06 \times$  GROUND FLOOR AREA of the primary use building; enter it as "F:" *only* if it is less than "E;" leave "F" blank if it is more than or equal to "E."

**Step 3:** Maximum sign area = the lesser of "E" and "F."

**A. The ZONAL BASE RATE is:**

R1, R1A, R1B, R1U, R1Z, R2, R2U	= 6 sq.ft.
R3, R3W, R3U, R4W	= 20 sq.ft.
INSTL: RES./RURAL (Amend 5)	= 20 sq.ft.
NBU, MR	= 30 sq.ft.
NB, OR, GB, HB, CB, CBW, I1, I2, I3	= 40 sq.ft.
A, AW, AA, FP	= 10 sq.ft.:

**B. The ROAD SPEED LIMIT FACTOR is:**

up to 30 mph	= 1.0
31 to 44 mph	= 1.5
45 to 55 mph	= 2.5 (Amend 1)

**C. The BUILDING SETBACK FACTOR is:**

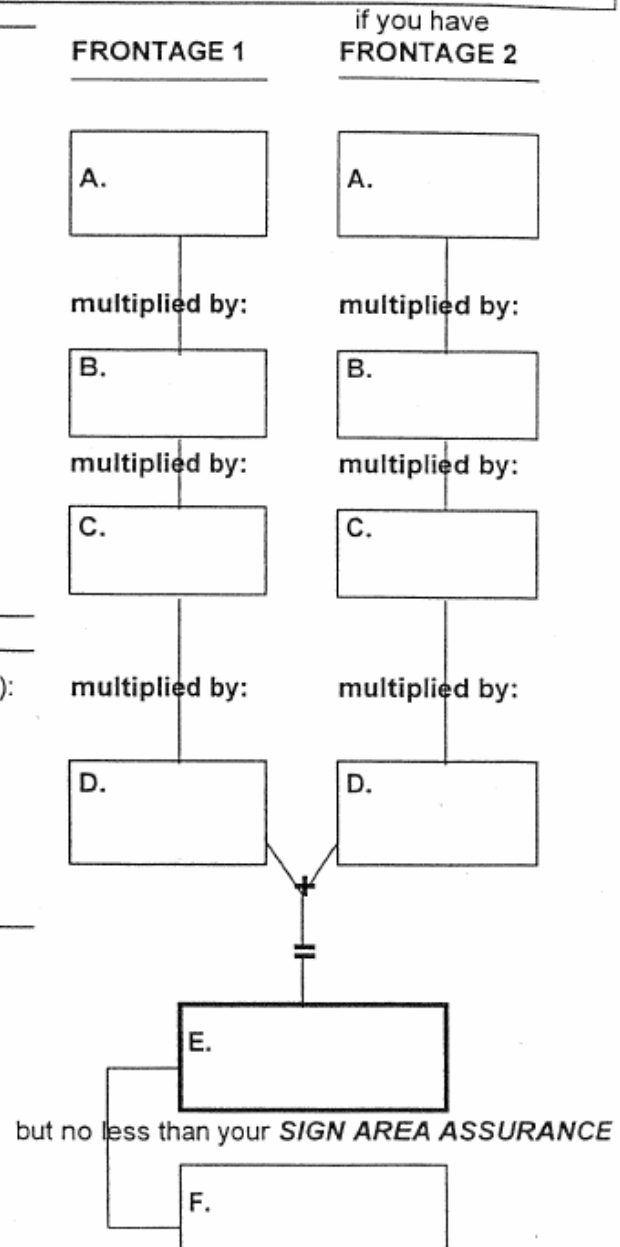
0' to 59' = 1.0	201' to 300' = 2.5
60' to 100' = 1.1	301' to 400' = 3.0
101' to 150' = 1.25	401' to 500' = 3.5
151' to 200' = 1.75	501' or more = 4.0

**D. The FRSTNDNG SIGN USE FACTOR is** (See 4-8-6):  
bldg. setback less than 25' = NA (Amend 5)

0% of allowance	= 1.3
1 to 50%	= 1.2
51 to 75%	= 1.1
76% or more	= 1.0

**YOUR MAXIMUM SIGN AREA PER SIGN-LOT IS "E"**  
**UNLESS YOU NEED TO FIGURE "F."**

If 6% of the GROUND FLOOR AREA of your PRINCIPAL USE BUILDING is less than the total in "E," then you have a **SIGN AREA CAP** ( $.06 \times$  GFA = "F") instead.



**CITY OF WEST LAFAYETTE  
APPLICATION FOR TEMPORARY SIGN PERMIT**

BUSINESS NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZONING: \_\_\_\_\_

1.) SIZE OF TEMPORARY SIGN: \_\_\_\_\_ (ft.) X \_\_\_\_\_ (ft.) = \_\_\_\_\_ (sq. ft.)

2.) TYPE OF TEMPORARY SIGN: \_\_\_\_\_

3.) REQUIRED SETBACK: \_\_\_\_\_ (ft.) PROPOSED SETBACK: \_\_\_\_\_ (ft.)  
from \_\_\_\_\_ (street)

4.) ILLUMINATED: YES \_\_\_\_ NO \_\_\_\_ INSPECTION REQUIRED: YES \_\_\_\_ NO \_\_\_\_

5.) DATES OF USAGE: \_\_\_\_\_

6.) NUMBER OF DAYS OF USAGE: \_\_\_\_\_ FIVE DAYS OR LESS \_\_\_\_\_ SIX DAYS OR MORE

- \* No flashing, intermittent or animated illumination shall be used on the temporary sign or its supporting structure.
- \* No temporary sign shall be maintained on-premises for more than 30 days within any 90-day period; provided that additional days may be permitted by the administrative officer, if the temporary sign is being used in lieu of a permanent sign.
- \* No more than four permits shall be issued in any twelve-month period.
- \* No temporary sign shall be placed so as to obscure an entrance to, or an exit from, a public right-of-way.
- \* No temporary sign shall be placed on any sidewalk or within any public right-of-way.
- \* Temporary sign must be set back from the right-of-way a minimum of five feet or by the total height of sign, whichever is greater.
- \* No sign shall be attached to a tree or utility pole.
- \* Any temporary sign using electricity for illumination shall be properly connected in accordance with Indiana Electrical Code, 1999 Edition (660 IAC7) originally published as (4 IR 798) which identifies, amends and incorporates therein the National Electrical Code, 1999 Edition. (Ord. No. 27-38 , 2 and 3).

**USER'S CERTIFICATE**

I HEREBY CERTIFY THAT THIS  
TEMPORARY SIGN WILL BE USED FOR  
ON-PREMISE BUSINESS ADVERTISING IN  
ACCORDANCE WITH THE UNIFIED  
ZONING ORDINANCE FOR TIPPECANOE  
COUNTY, INDIANA.

\_\_\_\_\_  
owner's signature

\_\_\_\_\_  
owner's printed name

\_\_\_\_\_  
date

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Ending date of last temporary sign: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Fee: \_\_\_\_\_ \$5.00 (5 days or less) \_\_\_\_\_ \$10.00 (6 days or more)

Permit approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspection date: \_\_\_\_\_ when required in #4 above

# APPENDIX E

## **Repair Specifications for Asphalt Trail Damage**

1. Routine construction and repair activities that will result in trail damage shall only be performed when local asphalt plants are open. Only emergency construction and repair activities shall be performed when local asphalt plants are closed. All construction and repair activities that will result in trail damage shall be reported in advance to Lee Booth or Brad Walker, West Lafayette Parks and Recreation, 775-5125.
2. Any trail damage shall be immediately signed with warning signs and made safe for trail users. Trail damage shall be patched in a safe manner for use by bicyclists immediately and shall be permanently repaired according to these specifications within 10 working days when local asphalt plants are open.
3. The damaged trail shall be saw-cut at a distance of at least 5 feet in both directions along the trail, for the full width of the trail, from the edges of the damaged section.
4. The trail repair section stone base shall be re-established and compacted to a minimum depth of 6 inches with #53 crushed stone or #53 crushed gravel and to a width 1 foot wider on each side of the existing, adjacent trail surface and at a depth of at least 4 inches below the existing, adjacent trail surface.
5. The trail repair section asphalt shall be professionally installed to a minimum depth of 2 ½ inches of asphalt base and 1 ½ inches of asphalt surface and rolled and blended to match the existing, adjacent trail surface at the same width and elevation.
6. The trail repair section shall be shouldered-up with topsoil and seeded to match the existing, adjacent trail right-of-way.
7. Any trees, landscape plants, signs, and site furnishings or facilities that are damaged shall be replaced or repaired to match conditions prior to the trail damage and repair.
8. Please direct any questions to Lee Booth or Brad Walker, West Lafayette Parks and Recreation, 775-5125.

(Approved May 17, 2004 by the West Lafayette Board of Parks and Recreation)